

Emergency Medical Services Advisory Board  
Workforce Development Committee  
Marriott West, Glen Allen, Virginia  
April 26, 2007, 10 a.m.  
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**Attendance:** Tina Skinner-sitting in for Chairman Kevin Dillard, Dan Fermil, Tom Berry, Gary Dalton, Jay Cullinan, Dana Love.

**Guest:** Karen Wagner

**Absent:** Kevin Dillard, Jason Stroud, and Steve Chappell.

**Staff:** Rohn Brown, Tim Perkins, Scott Winston, Brianne Slattery

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to Order	Tina Skinner, as acting Chair, called the meeting to order at 1005 hours	
Introduction of committee members	A roster was passed around to committee members to update.	No follow-up was required.
Review of Minutes	The minutes were presented from the January 26, 2007 meeting.	Minutes were approved.
Subcommittee and OEMS Project Status Reports		
Establish leadership and management standards	<p>Presentation by Tom Berry; subcommittee includes himself, Tina Skinner, Jay Cullinan and OEMS Staff (Rohn Brown and Tim Perkins).</p> <p>Past Meetings: April 16, 2007</p> <p>The current goal is to set standards since there are no national standard for EMS providers in leadership positions (referred to as EMS Officers in presentation). The standards that they would like to set must meet the needs of all organizations including volunteer, career, municipal and combination organizations. Tom referred to a tiered system in which EMS Officers' standards are modeled from other nationally accepted standards as in the fire service. Tom then discussed the different tiers of EMS Officer I – IV and their responsibilities These standards are not rules and regulations, but a consensus standard. Tom included examples from fire services and</p>	The committee plans to have the standards for EMS Officer I completed for presentation by October 2007. The committee will meet on May 22 and June 19, 2007.

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	<p>their tiered program for Fire Officers. Tom and the committee recognize that these standards will be dependent on the locality to integrate into their system. It was also recognized that one set of standards may not work for all systems (volunteer versus career/commercial) and levels (ALS versus BLS). Gary Dalton suggested looking at the FEMA model since it's generic and works well.</p>	
<p>Pursue a comprehensive recruitment campaign</p>	<p>Presentation by Rohn Brown for the absent Committee Chairman Steve Chappell. Subcommittee includes Steve Chappell, Dave Tesh, Debbie Rice, Cris Leonard and Eddie Allen, Rohn Brown (OEMS Staff)</p> <p>Meetings: April 9, 2007</p> <p>The subcommittee is putting together a step-by-step guide on how to plan and execute a recruitment campaign for volunteer and career EMS agencies. The goal is to have this campaign ready and packaged to reveal at the Public Safety Summit in August in Charlottesville. The committee has set a timeline which includes having the subcommittee review the program and provide feedback. The feedback will then be taken into consideration, changes will be made if necessary and the final draft will then be presented to the committee for its review by July 1 to have for discussion at next Workforce Development Committee on July 26 meeting.</p> <p>The sections of the campaign process were outlined in the PowerPoint presentation including the preparation, staffing needs, recruitment plan, marketing plan, review success, etc. Gary Dalton acknowledged the importance of addressing these issues in recruiting and retaining members and recognized the ties with management standards. OEMS can assist localities in designing their campaigns and can apply for RSAF grants or pursue other</p>	<p>The subcommittee will ask the Recruitment and Retention Networking Group to review each section and have the final draft completed by July 1 to have for discussion at next Workforce Development Committee on July 26 meeting.</p>

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	<p>funding options (city/county funding, other grants, etc.).</p> <p>The committee mentioned the importance of building a library of resources and campaigns that localities have used such as Virginia Beach and Loudoun County and how they put designed the campaign step-by-step. Gary suggested presenting the agency campaign plan to town councils/boards to show them that with their funding could save money in the long run instead of paying for career EMS staff. Scott mentioned that some agencies would need personal assistance to work through the steps. Special teams can be formed with those who have gone through recruitment and retention campaigns to help others by providing sample materials, workshops and mentors. The committee expressed an interest in setting up partnerships with other state agencies (VAVRS), etc.</p>	
<p>Promote the use of The Keeping the Best! Retention Tool Kit and measure the effectiveness. Also promote the VOLSAP and the recruitment section of the OEMS Web site.</p>	<p>Presentation by Gary Dalton, subcommittee includes himself, Karen Wagner and Rob Logan, Rohn Brown (OEMS Staff)</p> <p>Meeting: Phone conference on April 18, no future meetings are set at this time</p> <p>The subcommittee's work has been minimal up to this point. Most work has been OEMS driven. Through a two-year contract with Western Virginia EMS Council, a curriculum will be developed for workbooks 1, 3 and 4. Training will also be developed with Train the Trainer courses. WEMS' negotiations with the sub-contractor, Renaissance Resources, are almost complete. Goals include: having curriculum for 1 and 3 done by July 2007, Train the Trainer curriculum done and have classes up and running by August 2007, have Train the Trainer classes running by Oct 2007 and have complete a case study of an ALS agency for the #4 workbook unveiled at Symposium in Nov 2007.</p>	<p>The committee will wait for further developments from OEMS staff and work with OEMS staff to promote the workshops and suggest trainers, provide suggestions and contacts to promote VOLSAP and work with WVEMS to redesign the EMS Recruitment Directory.</p> <p>No further meetings are set at this time.</p>

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	<p>The committee wants to advertise VOLSAP better and include it in resources like the OEMS benefits brochure, use partner organizations' Web sites, newsletters, magazines, etc. VOLSAP is a under used resource administered by the Virginia Retirement System for volunteer fire fighters and/or rescue</p> <p>Gary mentioned that the recruitment directory is listed under <a href="http://www.vaemsjobs.com">www.vaemsjobs.com</a> and promotes EMS job openings within Virginia and is currently maintained by Rob Logan at WVEMS.</p>	
<p>Review and recommend criteria to develop a Virginia Standards of Excellence Accreditation Program that recognizes and promotes EMS agencies that exceed the minimum state requirements and to coordinate technical assistance teams that will help local EMS agencies solve specific EMS systems issues.</p>	<p>Presentation by Dan Fermil, Subcommittee includes John Bianco, Dana Love, Tim Dunn, Jason Stroud, Joey King and T.J. McAndrews, Tim Perkins (OEMS Staff)</p> <p>Regular Meetings: First and third Thursday of every month</p> <p>The challenges to accomplish this goal are (a) choosing agencies which represent the various types of EMS agencies in Virginia and (b) identifying and engaging people who have a passion for improving patient care in the pre-hospital setting to include in the project. The committee has looked at various services and groups to try and figure out how to go about setting standards and keeping them generic to be used by all agencies. Dan presented a system with each tier featuring an "area of excellence" to allow each agency to be evaluated and set into a tier based on specific requirements and standards met. The committee recommends a one-year pilot program to include all types of EMS agencies that might be funded through a regional council budget, RSAF grant, OEMS, etc. The pilot program does not need to be approved by the state EMS Advisory Board, but can just be done by the committee in cooperation with participating agencies. When standards are drafted and pilot results are available, the Board should be updated to approve or deny support.</p>	<p>No follow-up was required, informational only. The plan is to have both steps of the tied program completed by the July 26 meeting of the WD Committee.</p>

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OEMS Repot	Rohn briefed the committee on OEMS' progress on three of Virginia's Critical Access Hospitals in Giles, Patrick and Shenandoah counties. Through a contract with VDH OHPP, OEMS will be reviewing the EMS capability of each CAH area. Rohn also mentioned that OEMS is working with BREMS to write and design two brochures as part of their RSAF grant for new and former EMS providers. Finally, Rohn stated that a guide and PowerPoint presentation was on the OEMS Web site for EMS agencies and localities exploring revenue recover through billing for services.	No follow-up required. Information items.
<b>New Business</b>	None.	
<b>Old Business</b>	None.	
<b>2007 Meetings</b>	There was discussion about starting at 10:30 due to some confusion, but the committee chose to continue the following schedule: July 26, October 25. All meetings at 10 a.m. at the Richmond Marriott-West	
<b>Adjournment</b>	The meeting adjourned at 1240 after a working lunch.	